



# MEMORANDUM

107.07-17A METRO-0406GEA-MAT. MGT.

TO: Tony E. Crapp, Sr., Director  
Office of Community Development

DATE: August 2, 1995

SUBJECT: Review of the  
Contracts

FROM: Graciela Cespedes  
Controller  
Finance Director

We have reviewed the OCD Disbursement Checklist provided by your office on June 27, 1995 addressing the contract documentation to be submitted by your department to us for payments.

The following items will be needed on initial payment requests only:

Items 1, 11, 12, 18, 19, 24, 25, 27, 30, 31,  
43, 44, 45 (see attached checklist for  
description items)

In addition items 2 through 10 will be required for every draw request.

Final payment requests must include item 13, and the certificate of occupancy from item 39.

Line 23 is a repetition of line 22. We have made a few changes to your list. Please incorporate them if they meet with your approval.

All of the supporting documentation described in the attached Distribution Checklist must be maintained by your department for a minimum of three years from the date of the last Single Audit Report, unless notified by the cognizant agency to extend the retention period. These records must be made available upon request to the cognizant agency if any additional audit work is required.

If you have any comments, please feel free to call us.

GC/BP:vjs  
Attachment

Post-It® Fax Note	7671	Date	# of pages
To		From	1
Co./Dept.		Co.	
Phone #		Phone #	
Fax		Fax #	

Cklist.BP

2. Completed check request form signed by an authorized OCED signator with an assigned loan number and indicating distribution of moneys (loan, grant) and as to whether it's a deferred or current loan and the funding sources; with stamped and signed approval from Risk Management.
7. Partial invoice from contractor prepared on requestor's stationary and certified by the County's inspector. Invoices must indicate amount for hand cost and soft cost separately.
10. Inspection reports signed as agreed by County's inspector with validated signature on file; and name printed underneath signature.
40. Original departmental authorized signatory list, on file with Finance's Accounts Payable Section, showing persons authorized to request payments would only be resubmitted if changed from October submittal.

OCED will maintain a signatory list of authorized signatures for service providers.

**Office of Community Development  
Request For Disbursement  
Checklist**

Name of Subrecipient: \_\_\_\_\_ Loan # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/19\_\_\_\_

Payment request to: \_\_\_\_\_ Resolution # \_\_\_\_\_

Loan or Grant Amount \$ \_\_\_\_\_ Project # (US HUD) \_\_\_\_\_ Index Code \_\_\_\_\_

Grant Name: \_\_\_\_\_ Payment Request \$ \_\_\_\_\_ Request # \_\_\_\_\_

(Documentation submitted to Finance must follow this order when attached to RFD if applicable.)					Items required for				
		Filed	On File	Attached	N/A	Land acquisition only	Bldg. acquisition and rehab.	Rehab and or constr....	Land acquisition /const./rehab
1.	Original W-9 from Payee.					X	X	X	X
2.	Completed check request form signed by an authorized OCED signator with an assigned loan number and indicating distribution of moneys (loan, grant) and as to whether it's a deferred or current loan and the funding sources; with stamped and signed approval from Risk Management.					X	X	X	X
3.	Environmental clearance letter.					X	X	X	X
4.	Certificates of Insurance as required by and approved by the Risk Management Office of Dade County.					X	X	X	X
5.	Copy of HOME project set-up form.					X	X	X	X
6.	Request for disbursement-on contractor's stationary. (RFD)					X	X	X	X
7.	Partial invoice from contractor prepared on requester's stationary and certified by the County's Inspector. Invoices must indicate amount for hard cost and soft cost separately.								X
8.	Copies of : checks and supporting invoices related to the current request.					X	X	X	X
9.	Copies of : canceled checks (front and back) and supporting invoices for the previous request (if not available, letter explaining why not. No subsequent payments will be processed unless this documentation is submitted to OCED).						X	X	X
10.	Inspection reports signed as agreed by County's inspector with validated signature on file; and name printed underneath signature.						X	X	X
11.	Architect's/ Engineer's certificate with validated signature on file as per professional services agreement (PSA).						X	X	X
12.	Copy of PSA agreement with architect;s/Engineer's approved by Metro-Dade County (OCED/SHPD).						X	X	X
13.	Lien waiver as required.						X	X	X
14.	Affidavits as per signed agreement.								
15.	Appraisal certified to Dade County.					X	X	X	X
16.	Corporate and Partnership documents.					X	X	X	X
17.	Certificate of Limited Partnership.					X	X	X	X
18.	Copy of BCC resolution.					X	X	X	X
19.	Copy of sale/purchase agreement.					X	X	X	X
20.	Copies of all section B-1 requirements and B-1 exception on mortgages title commitment.					X	X	X	X
21.	Assignments (lease, rents and contract rights).					X	X	X	X
22.	Title Insurance as per agreement (copies of all section B-1 requirements and exception on mortgages title commitment).					X	X	X	X
23.	Title Insurance as per agreement (copies of all section B-1 requirements and exception on mortgages title commitment).					X	X	X	X
24.	Contracts between Metro-Dade County and Contractor.					X	X	X	X
25.	Loan Agreement					X	X	X	X
26.	Endorsement to Title insurance policy which endorsement shall increase the coverage of the policy by an amount equal to the advance.						X	X	X
27.	Contract between contractor and subcontractor/payees.						X	X	X
28.	Mortgage and security agreements.					X	X	X	X
29.	Collateral assignment of mortgage.					X	X	X	X
30.	Promissory Note.					X	X	X	X
31.	Construction Contract.						X	X	X
32.	Current status of accounts of contractors, subcontractor, materialmen , and laborers furnishing labor, materials of services in the improvement of the Security.						X	X	X
33.	Advise from Lender's agent that any construction of the Improvements theretofore performed is in full compliance with the Plans.						X	X	X

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34.	An endorsement to the title insurance policy heretofore delivered, indicating that since the last preceding disbursement, there has been no change in the state of title and no survey exceptions not theretofore approved by Lender, which endorsement shall increase the coverage of the policy by an amount equal to the advance then being made if the policy does not by its terms provide for such and increase.						X	X	X
35.	The title insurance company shall have received an up-dated survey, and shall certify that such survey discloses no variations, encroachments, or violation of setback of record, or other restrictions other than those approved by Lender.								
36.	Evidence that the remaining Loan funds and other funds paid to Lender for project costs are sufficient to pay for project costs as shown in the estimated budget above.					X	X	X	X
37.	Evidence that all asbestos on the Property has been completely removed.						X	X	X
38.	Documentation to the fact that the work and materials for which payment is requested have been physically incorporated into the construction free of liens and encumbrances, or have been delivered to the Property free of liens and encumbrances and stored in a manner satisfactory to Lender, that the value is as estimated; that the work and materials conform to the Plans and to all applicable statutes, laws or ordinances, administrative rules, regulations and requirements and that all improvements are wholly with the building restrictions of the property.						X	X	X
39.	Certified copies of all appropriate certificates, including, without limitation, certificates of occupancy, approvals, documents, writings and drawings issued by the governmental departments or agencies authorized to issue such writings or drawings, evidencing that the improvements are in compliance with all applicable statutes, laws ordinances, rules, regulation, and requirements, including, without limitation, al zoning requirements.					X	X	X	X
40.	Original departmental authorized signatory list, on file with Finance's Accounts Payable Section, showing persons authorized to request payments would only be resubmitted if changed from October submittal. OCED will maintain a signatory list of authorized signatures for service providers.					X	X	X	X
41.	Plot plan or site plan of proposed buildings on site						X	X	X
42.	Copy of Purchase/Seller Closing Statement					X	X	X	X
43.	Copy of Contractor's current license						X	X	X
44.	Copy of Contractor's qualification Statement AIA Document A-305						X	X	X
45.	Copy of Contractor's current occupational license						X	X	X
46.	Copy of Payment and Performance Bond showing Metro Dade County as a dual obligee with a power of attorney for the surety attached to the bond.						X	X	X
47.	Construction progress schedule such as Bar Chart, C.P.M., etc.						X	X	X
48.	Contractor's Schedule of Values with applicable name of subcontractor responsible for each item in the schedule (AIA Form 6702 and 6703)						X	X	X
49.	Opinion of Borrower's Counsel					X	X	X	X
50.	Final Sources and Uses Statement						X	X	X
51.	Final Operating Pro Forma Rental Projects only						X	X	X
52.	All documentation for Limited Partnerships (LIHTC only).					X	X	X	X
53.	Syndication Agreements (LIHTC only) or other commitment from investors.					X	X	X	X
54.	Copy of Warrant Deed					X	X	X	X
55.	Lobbyist Registration					X	X	X	X
56.	Firm Financing Commitments					X	X	X	X
57.	The application certificate for hard cost payment (AIA or DRAW) must be signed by an Architect who is properly certified by the State of Florida.					X	X	X	X

Submitted by:  
SHPD

Pre-Audited by:  
Housing Division

Post-Audited by:  
Fiscal

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Legend: Filed = Document previously provided to Finance, Risk Management, OCED and or SPHD's  
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DO NOT SUBMIT ITEMS LISTED BELOW WITH RFD		Filed	On File	Attached	N/A
1.	Good standing certificate of Borrower's general partner from the secretary of the State of Florida.				
2.	Articles of incorporation and by-laws of Borrower's General Partners certified by the Secretary of such corporation.				
3.	Incumbency certificates specifying name and title of the offices and director's of the Borrower's General Partners, certified by the secretary of such corporation.				
4.	Certified resolutions.				
5.	Building permits, as per agreement				
6.	Utility letters, as per agreements.				
7.	Zoning (copy of all applicable zoning ordinances) as per agreement.				
8.	Soil study.				
9.	Rental regulatory agreements.				
10.	UCC-11 search report.				
11.	Authorization signature on all loan agreements.				

Submitted by:  
SHPD

Pre-Audited by:  
Housing Division

Post-Audited by:  
Fiscal

\_\_\_\_\_  
Date                      Date                      Date

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